

Backup Mediums: Additional information

Saving Documents to a Flash or Jump Drive



Insert the Flash Drive into a USB port on your PC or laptop. If you have XP as an operating system your drive should automatically be detected. If not, shut down your computer insert the USB or flash drive and the restart your computer.

Go back to your desktop and double click on **My Computer** and you should now see the mapping of your new drive it will be labeled **Removable Drive**.

Double click on your **removable drive**. After it is open you can begin copy and pasting items into it to save. After they appear in the open window you will know they are safely saved.

If problems still exist please contact your Media Specialist for more help with this. They may be able to remap a drive.

Saving Documents to your Home or H:Drive



Everyone who has a GroupWise account and logs into a server should have an H:drive or Home directory. The H drive is a portion of your school's server that has been set aside for your use. You may use this location for backing up and saving important documents.

To locate your **H:drive** or home directory:

1. Log into the Red **Novell** window with your **username**
(make sure the Workstation Only box is NOT checked)

2. Open the **My Computer** window.

You will see all the Novell drives that have assigned to your username, locate your home directory/H:drive in that list..



3. You can Copy and Paste important documents into this drive or make a habit of saving to this directory. The **H:drive** resides on the school server so your files will be backed as the school server is backedup. (Some schools and users have a mapping where all files saved in the **My Documents** folder are actually being saved to the H:drive.)
4. If you are a traveling staff member or also use a system laptop, this makes backing up to the H: drive a bit more difficult. You must be connected and logged into your home/main school server via a network cable or wireless.



Burning documents to a CD

Note: A CD-R classification means that you can write/burn to the CD until it is full.

Once filled you cannot erase or delete old files or data.

A CD-RW classification means that you can write/burn to the CD as many times as necessary.

Delete and erase old files and write/burn new files as many times as needed.

In order to have the ability to "burn" a CD you must have three items:

1. CD-R or CD-RW disk
2. a writeable CR-ROM drive on your computer
Look for the word "Rewriteable" on the outside cover of your CD drive or the labeling of CD-RW as a drive listed when you open the **MY COMPUTER** icon.
3. CD burning software installed on your computer.
Look under the Start menu for CD burning software such as Roxio or **right click** on the **CD icon** in the **MY COMPUTER** window to open a Windows XP CD software window.

Place your CD in the CD drive and follow the prompts for burning the CD within that particular software. If given the option select to burn a **DATA CD** and end by **FINALIZING** the CD for use on other systems.